



Bureau for Private Postsecondary Education
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ADMISSIONS MINIMUM REQUIREMENTS

Name of Institution:			
Street Address:			
City:	Zip:	Institution Code:	School Code:

Pursuant to the California Private Postsecondary Education Act of 2009 (Ed. Code) and Title 5, Division 7.5 of the California Code of Regulations (5 CCR), an institution shall be in compliance with minimum requirements related to admissions of the institution.

Instructions: For each numbered item listed below:

1. Submit the requested documentation/information;
2. Write “N/A” next to any numbered item that does not apply to your institution; and
3. Complete and sign the declaration at the end of this document.

Return this completed document, along with the requested documentation to the Bureau for Private Postsecondary Education (Bureau) no later than ____ / ____ / ____.

- 1. An institution that had an application to renew an approval to operate pending before the former Bureau for Private Postsecondary and Vocational Education on June 30, 2007 is required to notify potential students in writing, prior to executing an enrollment agreement, that the institution’s application to renew an approval to operate has not been reviewed. Please provide a copy of this written notice.**

Ed. Code §94802(b) Applications to renew an approval to operate that had been pending action before the former Bureau for Private Postsecondary and Vocational Education on June 30, 2007 shall be deemed processed as follows:

- (1) Applications received prior to January 1, 2006, shall be granted an approval to operate until 2012 to coincide with the anniversary date of the current approval to operate date.
- (2) Applications received after January 1, 2006, shall be granted an approval to operate until 2013 to coincide with the anniversary date of the current approval to operate.

AND

Ed. Code §94802(c) Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although the institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution’s application for reapproval to operate has not been reviewed by the bureau pursuant to this chapter.

- 2. Please provide a copy of your institution’s policy and procedures relative to providing a general student brochure and program specific brochure to prospective students prior to enrollment.**

Ed. Code §94909(b) If the institution has a general student brochure, the institution shall provide that brochure to the prospective student prior to enrollment. In addition, if the institution has a program-

specific student brochure for the program in which the prospective student seeks to enroll, the institution shall provide the program-specific student brochure to the prospective student prior to enrollment.

Answer each question:

- Does your institution have a general student brochure? Yes ☐ No ☐
- Does your institution have program-specific brochure(s)? Yes ☐ No ☐

3. Please provide copies of your institution's written standards for student admissions for each educational program.

5 CCR §71770(a) The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that:

- (1) Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Ed. Code.
- (2) Each student admitted into a post-baccalaureate degree program shall possess a bachelor's degree or its equivalent. If a graduate program leads to a profession or an occupation requiring state licensure and the licensing agency does not require that a member of the profession or occupation possess a Bachelor's degree or its equivalent, this subdivision does not apply.

4. Please provide a copy of your institution's policy regarding the collection of tuition for each type of program.

Ed. Code §94899.5(a) Institutions that offer short-term programs designed to be completed in one term or four months, whichever is less, may require payment of all tuition and fees on the first day of instruction.

AND

Ed. Code §94899.5(b) For those programs designed to be four months or longer, an institution shall not require more than one term or four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.

AND

Ed. Code §94899.5(c) The limitations in this section shall not apply to any funds received by an institution through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

5. For institutions that provide private institutional loan funding to a student, please provide a copy of your institution's policy that shows how students are charged throughout the educational program.

Ed. Code §94899.5(d) An institution that provides private institutional loan funding to a student shall ensure that the student is not obligated for indebtedness that exceeds the total charges for the current period of attendance.

6. Please provide a copy of your institution's policy on the collection of tuition.

Ed. Code §94899.5(e) At the student's option, an institution may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

7. **For institutions that extend credit or lend money to an individual for institutional and noninstitutional charges for an educational program, please provide blank copies of all notes, instruments or other evidence of indebtedness taken in connection with the extension of credit or loan for educational programs.**

Ed. Code §94916 An institution extending credit or lending money to an individual for institutional and noninstitutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan to be conspicuously marked on its face in at least 12-point type with the following notice:

"NOTICE"

"YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."

8. **For institutions that make consumer loans to students, please provide a copy of your institution's policy in regards to making consumer loans.**

Ed. Code §94918 In making consumer loans to students, an institution shall also comply with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.

9. **For institutions that participate in federal student financial aid programs, please provide your institution's policy regarding the issuance of financial aid.**

Ed. Code §94919(a) Institutions Participating in Federal Student Financial Aid Programs: An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

10. **For institutions that participate in federal student financial aid programs, please provide your institution's policy regarding cancellations.**

Ed. Code §94919(b) Institutions Participating in Federal Student Financial Aid Programs: The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited, to a student's lack of attendance.

11. **For institutions that do not participate in federal student financial aid programs, please provide a copy of your institution's policy regarding cancellations.**

Ed. Code §94920(a) An institution that does not participate in the federal student financial aid program shall do all of the following: The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

12. **For institutions that do not participate in federal student financial aid programs, please provide a copy of your institution's refund policy for the return of unearned institutional charges.**

Ed. Code §94920(d) An institution that does not participate in federal student financial aid programs shall do all of the following: The institution shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of

attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

To the best of my knowledge, I declare that the information submitted is true and correct.

Signature

Date

Printed Name and Title